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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

2 May 1956

1. Mr. Lloyd advised that the Director's Senior Staff Meeting would be held Monday, 7 May, and requested submission of agenda items. Colonel White added that the Director viewed these meetings as very worthwhile and urged DD/S components to give more thought to items that might be of interest at the meetings.

Mr. Saunders suggested that the subject of regulations might be included on the agenda. However, in view of the present survey being conducted by the Management Staff, it was decided that this subject should not be included at this time.

2. Mr. Lloyd reminded the group that reports of "Conflicts of Interest," required by Notice are due the end of May.

3. Mr. Baird commented briefly on his recent trip calling specific attention to:

a. An apparent lack of qualified "generalists" in the fields of Personnel and Logistics.

b. The reaction of field employees to the question of whether they would prefer future assignments be made on a "directed" basis as opposed to finding a job on their own initiative. About two-thirds preferred the "direct assignment" approach; the remaining one-third had certain reservations. He added that he felt employees were still skeptical of the Agency's Career Service program.

c. The relationship of the amount of money being spent on training and the Agency's return for such expenditures. Mr. Baird indicated he did not believe we were getting our full money's worth.

4. Concerning the passport problem which was discussed at the 11 April Staff Meeting, Mr. Reynolds said that there several obstacles to be overcome. Personnel is preparing a second staff study and, in order to get some idea as to what the scope of the problem might be, is asking the Clandestine Services for a listing of those employees who might need a passport on a crash basis. Colonel White pointed out that the biggest problem is the one of getting passports validated on short notice and on weekends.

5. Colonel White requested that when any DD/S component had need to establish a position where the functions of such position were of interest to another office, that the office interested be consulted before establishing the position. For example, if an office desired to establish a Budget Officer position, the Comptroller should be consulted; if a Personnel Officer position were needed, the Office of Personnel should be consulted, etc.

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6. Colonel White described the new system which is being established for selection of Agency employees to attend the various Defense Colleges and the Harvard University Advanced Management Program. The Career Council has decided that in the future employees will be selected primarily on the basis of the potential return the Agency will receive as a result of that employee attending the school, rather than on the basis of selecting from a group of applicants who, for one reason or another, would like to attend.

7. Estimates of foreign travel under the Area Familiarization and Survey Program are due in the DDCI's Office by 1 June. Colonel White requested that a listing of candidates nominated for this program be submitted to him no later than 15 May. He also asked that a negative report be submitted, and that it would be satisfactory to give such a report by telephone.

In answer to a question raised by Colonel Edwards concerning the objective of this program, Colonel White stated it was clearly for the purpose of area familiarization and that except for a few candidates in the Office of Training he believed DD/S would have little, if any, participation in the Program.

8. Colonel White advised that at a recent Senior Staff Meeting the subject of mediocrity was discussed. The point was made that employee deficiencies should be included in Fitness Reports at an early date rather than omitting such deficiencies and then, at a later date, having the problem become more complicated.

25X1A9A Colonel White emphasized the importance of supervisors preparing honest Fitness Reports. Mr. [] raised the question of protecting Fitness Reports from being reviewed by people who had no real reason to see them. Mr. Reynolds said Personnel was looking into this problem and hoped to come up with a satisfactory solution.

25X1A9A 9. Colonel White advised the group of the new arrangement for handling the Incentive and Honor Awards Programs, i.e., the Management Staff has the Incentive Awards Program and Personnel the Honor Awards Program. Colonel White requested all Office Heads to review the accomplishments of personnel under their jurisdiction to see if there were any employees who should be recommended for awards. Mr. [] said the new regulation was still in process and probably will not be issued for several weeks but that this should not delay offices processing candidates for awards.

10. Colonel White advised that the Killian Committee had submitted a report to the President as a result of the recent Agency briefing they received. The next briefing of this group is scheduled for 12 May at which time they desire briefings on Personnel, as well as Training and Education. Colonel White said that we should plan on one hour for each subject and that a dry run should be held prior to the briefings. Colonel White also indicated that particular attention should be given to recruitment and any duplication of training, as the group had raised certain questions about both of these activities. He also advised that in preparing for these briefings we should keep in mind the group is not too concerned with problems of individual offices but rather with problems as they affect the Agency.

11. The meeting adjourned at 12 o'clock.

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